

MUNICIPAL COURT CLERK I

Recruitment #2109-3026DC-001

List Type	Original
Requesting Department	MUNICIPAL COURT
Open Date	12/10/2021 4:00:00 PM
Filing Deadline	1/7/2022 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Municipal Court Clerk I performs administrative support duties related to operations inside and outside the courtroom that assist in the fair, timely, and accurate adjudication of municipal court cases.

ESSENTIAL FUNCTIONS

Administrative Duties

- Attend court sessions and enter information related to the outcome of the proceeding into the Court's proprietary case management information system (the Court Automated Tracking System – CATS);
- Review incoming correspondence and process with appropriate response or forward to a judge for further review.
- Obtain information from third-party systems regarding a defendant's driving record, incarceration history, conditional sentence status or other data that may be relevant to court proceedings or incoming correspondence requests.
- Process incoming bankruptcy filings, preparing proof of claim documents and maintaining bankruptcy action information in CATS until the bankruptcy is resolved.
- Perform training of new clerk staff and collaboratively review and update the court clerk manual.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- **Individuals who complete an application for general City employment on or after September 1, 2021 and are subsequently appointed to a position must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) or have an approved religious or medical accommodation within ten business days of their employment start date.**
- Court Clerks are required to work at the main Municipal Court location as scheduled. The majority (90-95%) of these court sessions are held at the main work location, while some sessions may take place at other designated public facilities throughout the City. After successfully passing probation, Municipal Court Clerks may be considered for an alternative work arrangement, such as remote work.
- Ability to sit for extended periods of time using repetitive, negligible force frequently to reach for and move objects such as paper, files and stamps.

MINIMUM REQUIREMENTS

1. Three years of clerical experience that includes at least two years in a legal setting such as a law office, court or other relevant legal setting.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached may be considered incomplete and may be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of current court operations and administrative policies and procedures.
- Ability to learn and apply the Wisconsin State Statutes and City of Milwaukee Ordinances as they relate to Municipal Court operations.
- Knowledge of proper spelling, grammar, and punctuation usage to accurately record outcomes of court room proceedings, findings, orders and decisions; knowledge of proper English writing mechanics and the ability to proofread documents and reports.
- Knowledge of general office procedures, systems and terminology.
- Ability to read and understand work-related documents.
- Proficiency using the basic features of word processing and email software to type correspondence, memos and reports.
- Ability to enter and edit data accurately.
- Ability to learn new computer programs/software.
- Ability to remain focused on details.
- Ability to accurately maintain numerical and alphabetical filing systems.
- Ability to organize and complete work assignments in a timely manner.
- Ability to perform basic mathematical calculations to be able to double-check invoices, statements and supply orders.
- Ability to follow instructions.

Customer Service and Interpersonal

- Ability to display empathy and tact to serve the public and represent the department positively.
- Ability to effectively communicate with and maintain effective working relationships with judges, court staff, attorneys, alternative justice program staff, and the general public.
- Teamwork skills and ability to work cooperatively with people whose backgrounds may differ from one's own.
- Ability to analyze work-related situations carefully and adopt effective courses of action in a timely manner.
- Ability to maintain composure and work accurately in high pressure situations.

- Ability to maintain confidentiality with interactions and court documents.
- Ability to work cooperatively and effectively with coworkers, Court administrators, lawyers, and residents whose backgrounds may differ from one's own.

CURRENT SALARY

The current starting salary (salary range 6NN) is \$45,013 annually and the resident incentive starting salary for City of Milwaukee residents is \$46,363 annually.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE - The examination will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.